DOCUMENT RESUME

ED 152 257 IR 005 672

AUTHOR Bailey, Barbara M.
TITLE Library Keys. LAP 2.
INSTITUTION Dade County Public Schools, Miami, Fla. Office of Vocational and Adult Education.
REPORT NO 2
PUB DATE 74
NOTE 31p.; Library careers series ; Parts may be marginally legible

EDRS PRICE MF-$0.83 HC-$2.06 Plus Postage.
DESCRIPTORS *Autoinstructional Aids; *Career Exploration; Classification; Instructional Materials; Junior High Schools; *Library Instruction; *Library Skills; *Programed Instruction; *School Libraries; Student Volunteers

ABSTRACT

This booklet is the second in a series of ten programed instruction units which was developed as a career related language arts program to teach library skills to junior high school students. The objectives of this unit are to learn how to use the Dewey Decimal system and demonstrate this knowledge by completing a series of exercises and tests. Students complete the required material at their own pace. The booklet is illustrated with cartoons and drawings. (JAB)

****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

Junior High School

CAREER RELATED LANGUAGE ARTS

LIBRARY CAREERS

Library Keys 2

CAREER EDUCATION
County Office of Vocational And Adult Education
Dade County Public Schools

DADE COUNTY SCHOOL BOARD

Dr. Ben Sheppard, Chairman
Mrs. Ethel Beckham, Vice Chairman
Mr. G. Holmes Braddock
Mrs. Phyllis Miller
Mr. Robert Renick
Mr. William H. Turner
Dr. Linton Tyler

Dr. E. L. Whigham, Superintendent of Schools

© THE SCHOOL BOARD OF DADE COUNTY, FLORIDA 1974
ALL RIGHTS RESERVED

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

YOUR OBJECTIVES:

You will:

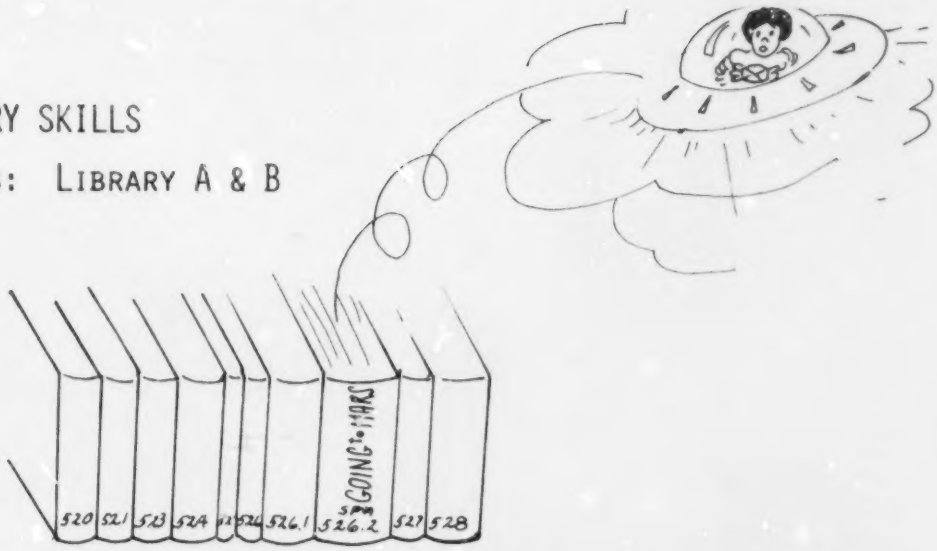
1. Follow the directions concerning the Dewey Decimal system and other library "keys."

2. Demonstrate a mastery of the library "key" by completing a series of exercises and tests.

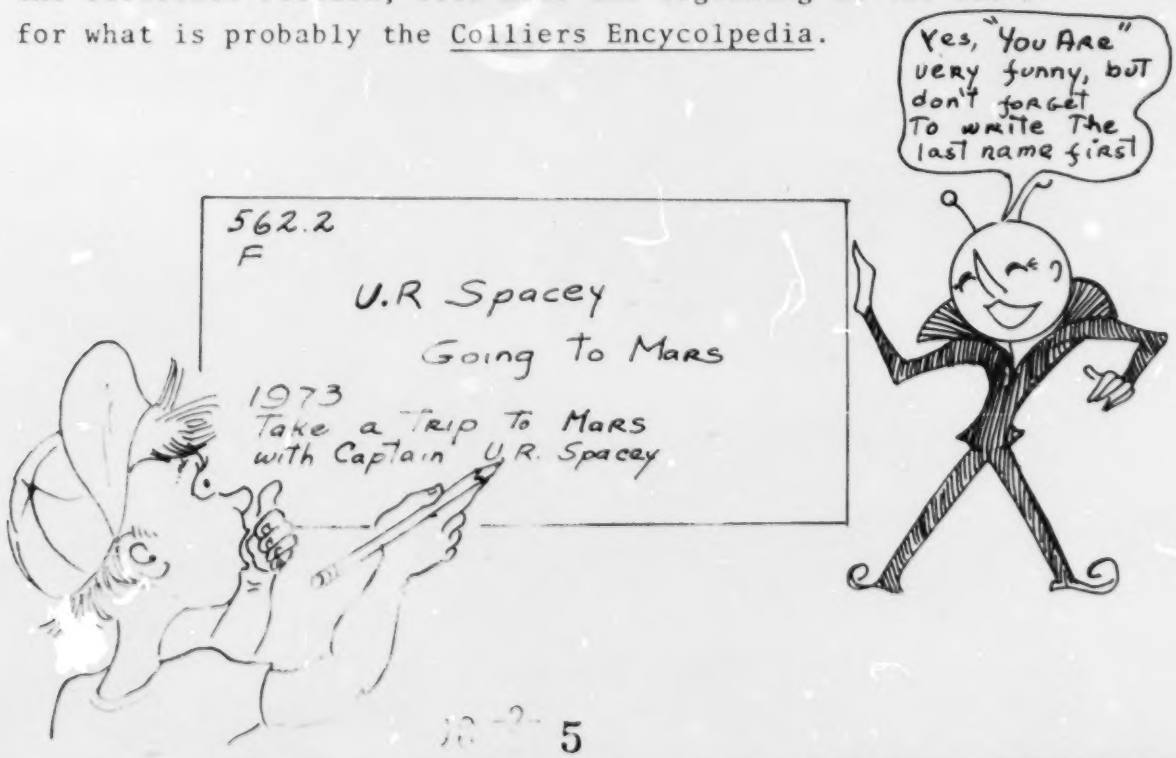
LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS



All books that come into the library must be given a "key" or a set of numbers or letters that will identify it. The "keys" are assigned according to the subject matter in the book. From this "key" a set of catalog cards is made up and filed in the card catalog. The library user checks the catalog, sees the "key" or call number printed in the upper left hand corner and knows where he must go to find the book. If his call number is $\frac{F}{Dic}$, he knows he must go to the fiction section the library and look in alphabetical order till he comes to the D's. If the call number is $\frac{R}{030\ Col}$, he knows he must go to the reference section, look near the beginning in the 030's for what is probably the Colliers Encycolpedia.



LAP 2 - LIBRARY SKILLS

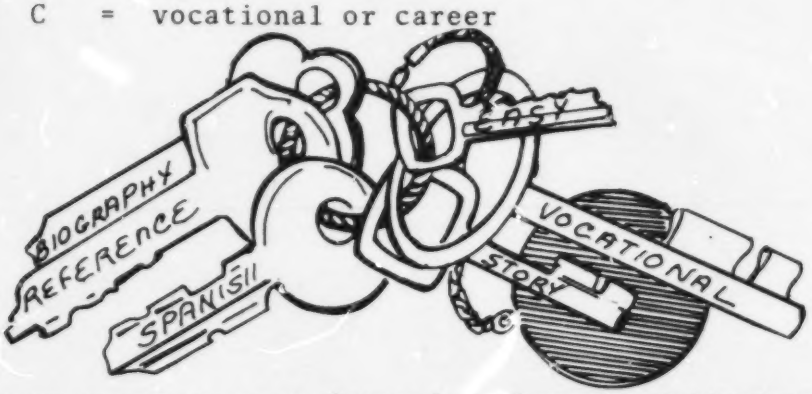
COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

Part I

Keys other than the Dewey Decimal "keys."

Fic	or	F	= fiction
		R	= reference
92	or	B	= biography (individual) one person in a book
920	or	Bc	= biography (collective) several people in a book
		E	= easy
Sc	or	SS	= story collection or short stories
		Sp	= Spanish
V	or	C	= vocational or career



Before we go on we must determine what the following words mean:

1. Fiction is a literary work in which the author makes up the events and characters out of his own imagination.
2. Reference is a book that has one or more of the following characteristics:
   - books of facts and statistics
   - frequently or constantly used books
   - books of great size and/or expense

   For example, encyclopedias have all of the above characteristics. They have many facts and statistics; they are used all day long by people in the library, and they are large and expensive.

LIBRARY KEYS

Because of all these reasons, most reference books do not circulate outside the library. In other words, usually reference books may not be checked out.

3. Biography is the true life story of a real person. Many people get "biography" mixed up with "bibliography."

"Bio" means "life" as in biology, the science of life, and biography, a real life story.

"Biblio" means "book" as in bibliography, a list of books and, bibliophile , a collector of books.

An individual biography is a book having the life of one person only.

A collective biography is a book having the lives of several people.

Now ladies and gentlemen it Time for That great TV Show "This is your Life". Tonight guest is....is..... by the way "Who are you?
Read my biography and find out

4. Easy books are books written on an easy or elementary reading level.

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

5. SC or SS are books containing a number of short stories. Some libraries use SC standing for story collection and other libraries use SS standing for short stories.

6. Sp is a book written in the Spanish language.

7. V or C is a book of vocational or career information. Some libraries use the V or even Voc while other libraries use C.

Here is a little exercise for which you will receive a grade. The purpose of the exercise is to familiarize you with the above "keys."

What letter or letters would the following books receive?
Example: A book on your future in veterinary medicine.
Answer: C for career

1. A book written on the second grade reading level.

_____

2. A book of the stories of Edgar Allen Poe.

_____

3. 20,000 Leagues Under the Sea by Jules Verne

_____

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

4. The Story of My Life by Helen Keller.

_____

5. The Encyclopedia Americana.

_____

6. De La Tierra a La Luna

_____

7. Lives of the Great Mathematicians

_____

8. Your Future in Medicine

_____

9. The complete short stories of O. Henry.

_____

10. The World Almanac and Book of Facts.

_____

11. Otras Mujercitas

_____

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

12. Little Women by Louisa May Alcott.

_____

13. A high interest and low reading level book.

_____

14. Great American Labor Leaders.

_____

15. You Can Be An Auto Mechanic.

_____

16. A biography of the football player Larry Csonka.

_____

17. The Great Stone Face and Other Stories by Nathaniel Hawthorne.

_____

18. The life of the magician Houdini.

_____

19. The lives of the great philosophers.

_____

20. The Three Little Kittens.

_____

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

NOW, without looking back at the answers, see if you can get the right answers from the practice you have had:

92 or B = _____

Fic or F = _____

E = _____

Sp = _____

R = _____

V or C = _____

Sc or SS = _____

920 or Bc = _____

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

Now let's try it this way:

individual biography = _____

collective biography = _____

vocational or career = _____

Spanish books = _____

reference = _____

easy = _____

Short stories = _____

fiction = _____

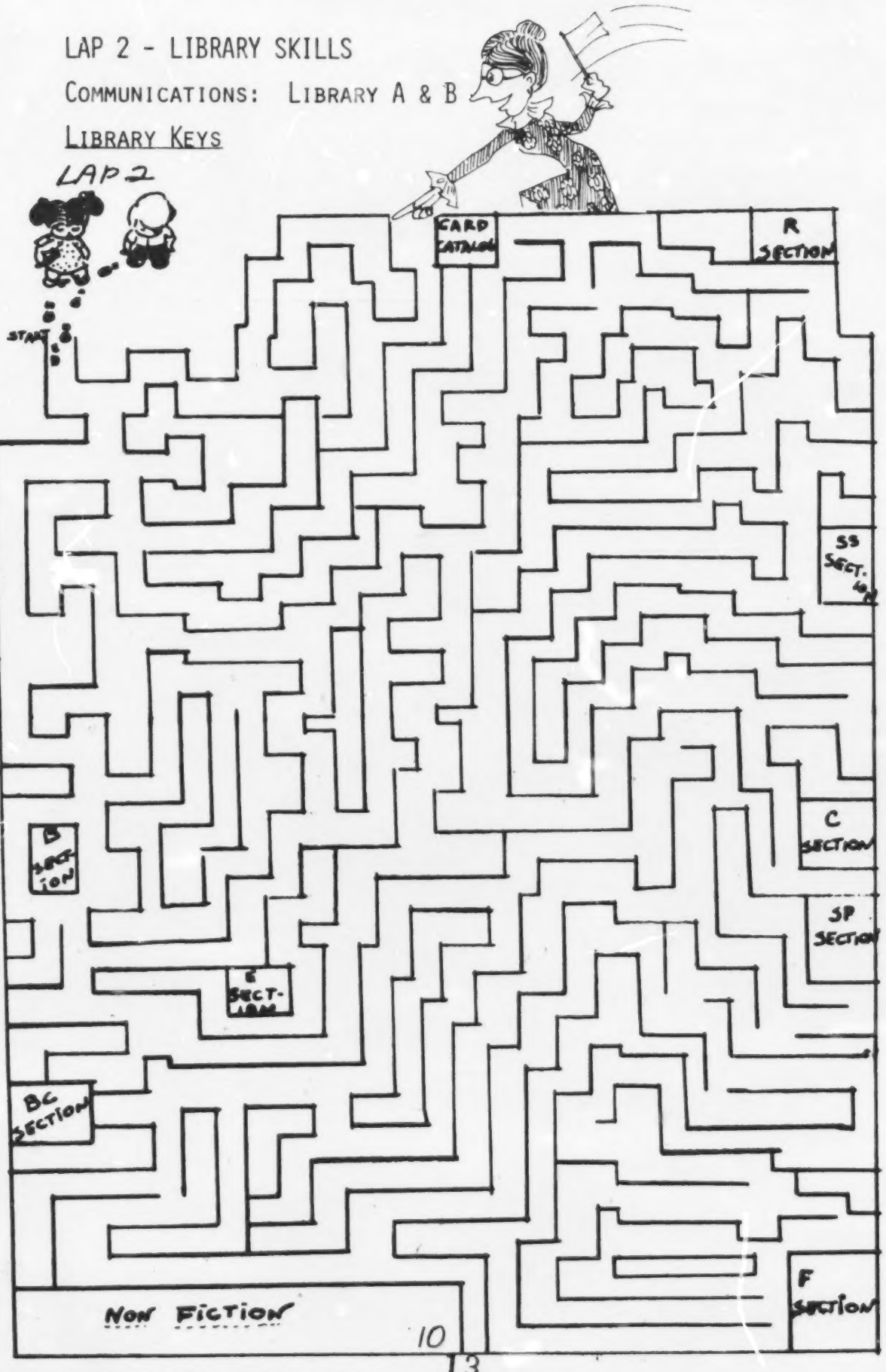
You have been working very hard! And, (one hopes) learning all this material. It is time to relax with a good fiction book. Here you are in the library. You must find your way to the fiction shelves alone. Mrs. Biblio, the librarian, is pointing in the general direction of the fiction but she is too busy to take you there herself! You should stop by the card catalog and all the other kinds of books before you arrive at the fiction. Good luck!

(Draw a line lightly with pencil first, then when you are sure, go over the line with a red pen. Show the results to the librarian for a grade.)

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS



LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

Part I

The Dewey Decimal Classification System

Melvil Dewey, 1851-1931, was the inventor of the Dewey Decimal System. In addition he founded the A.L.A. (the American Library Association.) He also founded the Library Journal. This is a professional magazine for librarians. He became chief librarian of Columbia University in 1883 and established the first library school in the nation there in 1887.

In 1876 he developed his system of classifying all knowledge into 10 main categories. His purpose in doing this was to allow librarians to give a number to each book according to its subject matter. The 10 main categories were then further broken down into 10 more specific categories each and these were then broken down further.

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

When the subject matter of one book became very similiar to that of another, decimal points were used to differentiate between the two. Here is the first breakdown of the Dewey Decimal System.

000 GENERAL WORKS
100 PHILOSOPHY & PSYCHOLOGY
200 RELIGION
300 SOCIAL SCIENCES
400 PHILOLOGY (LANGUAGES)
500 PURE SCIENCES
600 APPLIED SCIENCE
700 FINE ARTS AND RECREATION
800 LITERATURE
900 HISTORY

A further breakdown of these classifications follows.

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

DEWEY DECIMAL CLASSIFICATION OF BOOKS

000 GENERAL WORKS
- 010 Bibliography
- 020 Library Science
- 030 General Encyclopedias
- 040 General Collected Essays
- 050 General Periodicals
- 060 General Societies and Museums
- 070 Journalism
- 080 Special Libraries and Collected Works
- 090 Book rarities

100 PHILOSOPHY & Psychology
- 110 Metaphysics
- 120 Special Metaphysical Theories
- 130 Physiological, Abnormal and Differential Psychology
- 140 Philosophical Systems
- 150 Psychology
- 160 Logic
- 170 Ethics
- 180 Ancient, Medieval and Oriental Philosophy
- 190 Modern Philosophy

200 RELIGION
- 210 Natural Theology
- 220 Bible
- 230 Doctrinal and Dogmatic Theology
- 240 Devotional and Practical Theology
- 250 Pastoral Theology
- 260 Church – Institutions and Work
- 270 Christian Church History
- 280 Christian Churches and Sects
- 290 Non-Christian Religions

300 SOCIAL SCIENCES
- 310 Statistics
- 320 Political Science
- 330 Economics
- 340 Law
- 350 Public Administration
- 360 Social Welfare and Institutions
- 370 Education
- 380 Commerce
- 390 Customs

400 PHILOLOGY (Languages)
- 410 Comparative
- 420 English
- 430 German
- 440 French
- 450 Italian
- 460 Spanish
- 470 Latin
- 480 Greek
- 490 Other Languages

500 PURE SCIENCE
- 510 Mathematics
- 520 Astronomy
- 530 Physics
- 540 Chemistry
- 550 Geology
- 560 Paleontology
- 570 Biology
- 580 Botany
- 590 Zoology

600 APPLIED SCIENCE
- 610 Medicine
- 620 Engineering
- 630 Agriculture
- 640 Home Economics
- 650 Business
- 660 Industrial Chemistry
- 670 Manufactures
- 680 Mechanic Trades
- 690 Building

700 FINE ARTS AND RECREATION
- 710 Landscape Art
- 720 Architecture
- 730 Sculpture
- 740 Drawing and Decoration
- 750 Painting
- 760 Engraving
- 770 Photography
- 780 Music
- 790 Recreation

800 LITERATURE
- 810 American
- 820 English
- 830 German
- 840 French
- 850 Italian
- 860 Spanish
- 870 Latin
- 880 Greek
- 890 Minor Literatures

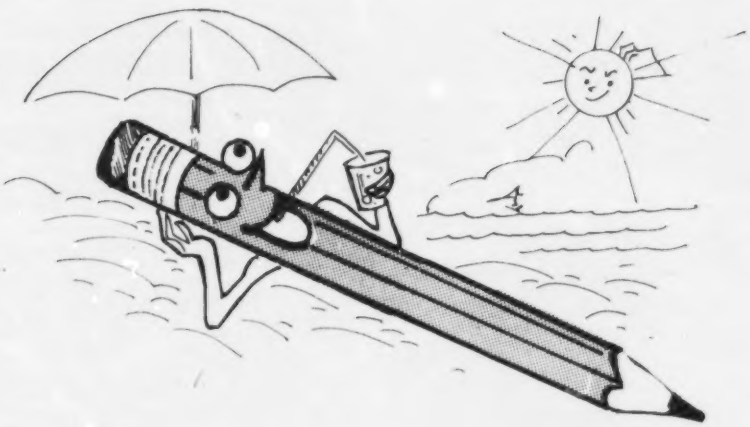
900 HISTORY
- 910 Geography and Travel
- 920 Collected Biography
- 930 Ancient History
- 940 Europe
- 950 Asia
- 960 Africa
- 970 North America
- 980 South America
- 990 Oceanica and Polar

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

000 - 099	100 - 199
200 - 299	300 - 399
400 - 499	500 - 599



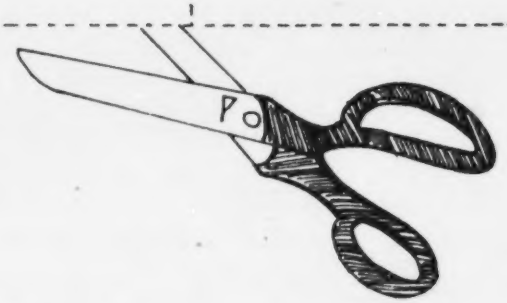
LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

Cut out the following 10 major categories of the Dewey Decimal System. On the back of each is the answer. You now have a set of flashcards. Practice alone or with a friend until you have memorized each one. You will have a test on this later.

600 - 699	700 - 799
800 - 899	900 - 999

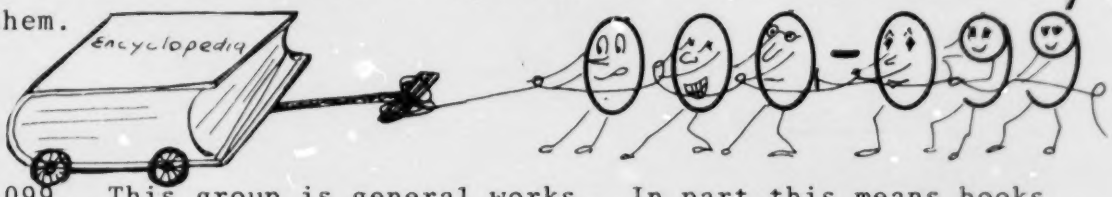


LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

Let's go over the ten main categories for a fuller understanding of them.



000-099. This group is general works. In part this means books in which there are many subjects. An example of this type of book would be an encyclopedia which has all kinds of subjects. Newspapers also fall into this category. You can see that books on librarianship and journalism also are included in 000-099.

100-199. Philosophy and psychology. Can you pronounce these words? Ask the librarian to pronounce them for you. You must also learn to spell these two important words. Philosophy might be defined as a careful consideration of the purpose of life. What is important to you in life? What are your thoughts concerning existence? These are part of your personal philosophy. Great philosophers of the past have formulated very complex philosophies, some of which have influenced the course of history. If you are curious about this, look in the collective biographies for a book about the lives of the great philosophers.

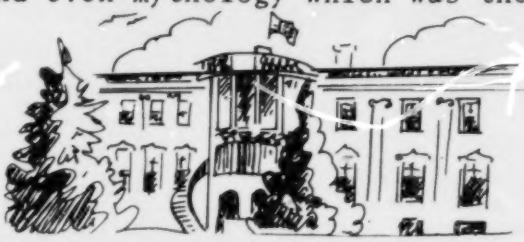
Psychology is the study of behavior. This behavior can be human and/or animal, normal and/or abnormal.

LAP 2 - LIBRARY SKILLS

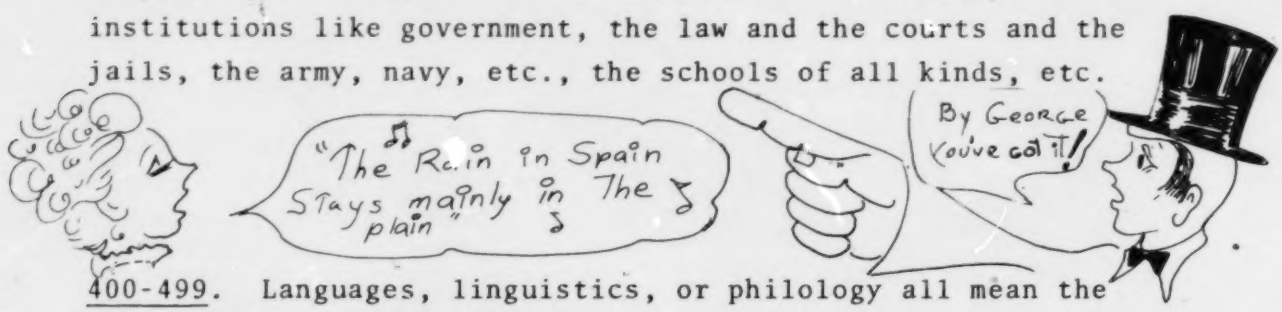
COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

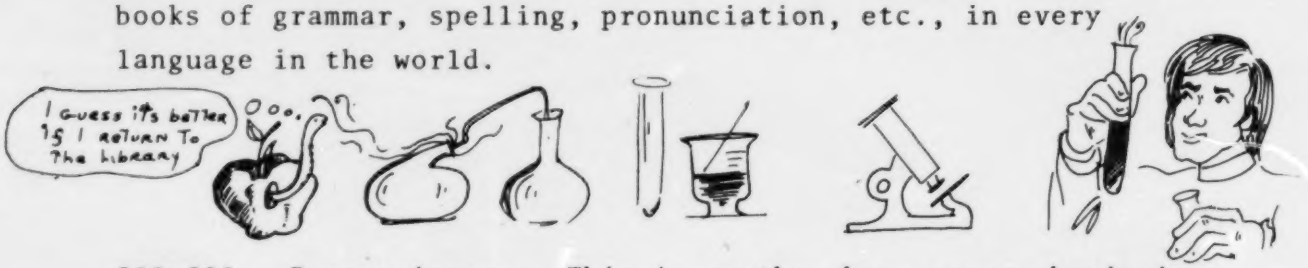
200-299. Religion. You can see from the breakdown on page 13 the types of books and subjects involved. This group includes all religions and even mythology which was the religion of the ancients.



300-399. Social sciences or sociology. This is a huge group comprising as it does all the institutions of society: institutions like government, the law and the courts and the jails, the army, navy, etc., the schools of all kinds, etc.

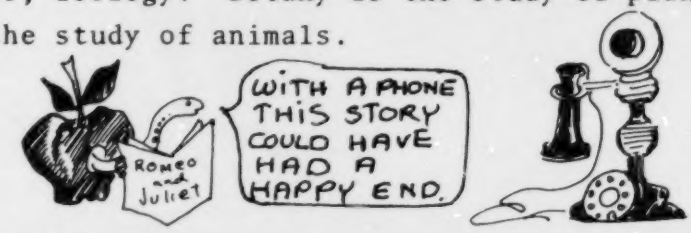


400-499. Languages, linguistics, or philology all mean the same thing and you can use them interchangeably. Notice on page 14 how the languages are broken down. This group includes books of grammar, spelling, pronunciation, etc., in every language in the world.

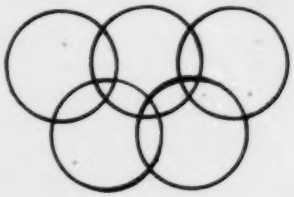


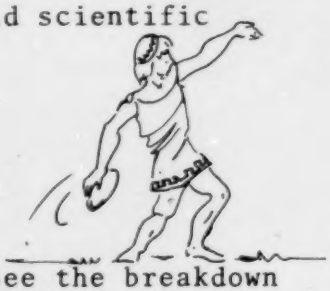
500-599. Pure sciences. This is another huge group, beginning as it should, with mathematics which is the forerunner of all the other sciences. For instance, without mathematics there could have been no such thing as astronomy. 560, paleontology, is the study of prehistoric life. Notice that 570, biology, is

broken up into its component parts in the 580's, botany, and the 590's, zoology. Botany is the study of plants and zoology is the study of animals.



600-699. Applied sciences or technology. This group logically follows the pure sciences, for without a knowledge of the pure sciences, man could not have invented things like rockets, airplanes, automobiles, engines, etc. In the applied sciences man takes his knowledge of the pure sciences and applies it for a specific purpose. Home economics falls into this category because food chemistry, for example, has a solid scientific background.





700-799. Fine arts and recreations. You can see the breakdown on page 14. 790 is a big section because of the indoor and outdoor sports in it. All games and sports must be worked into the 790's.

800-899. Literature. This means the literatures of the whole world. Books, essays, plays, poems, etc. in French, for example, get the number 840 just as books on how to learn French are in the 440 (language) section.

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

900-999. History, geography and travel. This is another immense section as it takes in the history of every country in the world. Again, note the breakdown on page 13.

Looking back at the 10 major categories of the Dewey Decimal System and the 10 categories within each one, try this exercise. Show your answers to the librarian. Remember, all you have to do is get the answer by the hundred group. In other words a book on astronomy will fall in the 520's, but all you are required to do is just put the hundred group; in the case of astronomy, your answer would be 500. If you wish to try to pinpoint your subject by saying that astronomy would be 520, you will get an extra credit grade from the librarian.

Under what hundred group does each book fall?

1. Doubleday — Encyclopedia of world travel_____

2. Cooper — Discovering chemistry_____

3. Johnson — Congress_____

4. Duvall — The art of dating_____

5. Cortina — Cortina's German in 20 lessons_____

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

6. Carmichael — Short history of the Russian Revolution_____

7. Williams — What Americans believe and how they worship _____

8. Mayer — Artists' handbook of materials and methods_____

9. Smark — English review grammar_____

10. Beals — An introduction to oceanography_____

11. Shakespeare — Complete plays_____

12. Miller — Arizona_____

13. Leeming — Fun with artificial flowers_____

14. Colbert — Dinosaurs_____

15. -- — The Bible_____

Here is another exercise for practice. Show the completed exercise to the librarian for a grade.

Name the hundred group:

1. I want to use some Spanish words in a story I'm writing.

_____

2. Some hints on how to become a better basketball player.

_____

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

3. I am planning a trip to Japan and want some information.

_____

4. I need a good recipe for brownies.

_____

5. I have a leaf from a tree and I must identify it.

_____

6. I want to learn how to raise tomatoes.

_____

7. I just got a new camera and want to learn how to develop my own pictures.

_____

8. I have to read a book on the Civil War and do a book report on it.

_____

9. I need some information on heat energy.

_____

10. I have to do a report on Hinduism.

_____

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

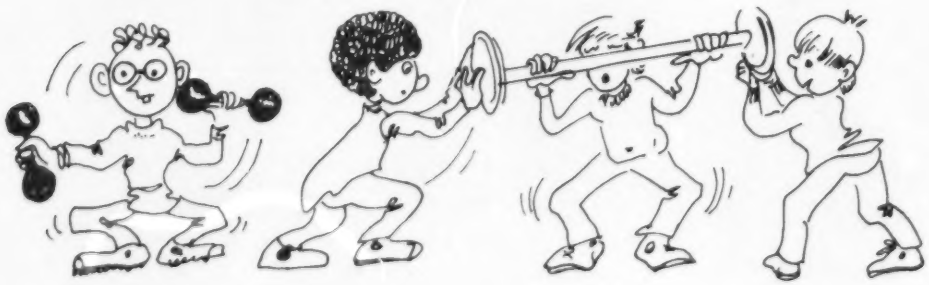
It's now time to consider the decimal part of the Dewey Decimal System. Let's take sports since that's such a popular subject.

796 = general outdoor sports
796.1 = miscellaneous games
796.2 = active games requiring equipment
796.31 = handball and lawn bowling
796.32 = volleyball and basketball
796.33 = football and soccer
796.34 = tennis
796.352 = golf
796.357 = baseball
796.4 = gymnastics and tumbling
796.48 = Olympic games
796.54 = camping
796.6 = bicycling
796.7 = auto racing
796.8 = boxing, wrestling, martial arts
796.9 = archery sports, hunting

Remember that the .54 in 796.54 is not a whole number but a fractional or decimal number meaning a little more than 5/10 of one percent. Therefore, keep in mind that

796.54 comes before 796.7

.54 is not fifty-four, but .5 drawn out to .54



LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

Let's test you to see if you have understood this:

1. Which comes first, 629.2 or 629.109?_____

2. Which comes first, 629.28 or 629.4?_____

3. Which comes first, 523.3 or 523.22?_____

4. Which comes first, 973.7 or 973.32?_____

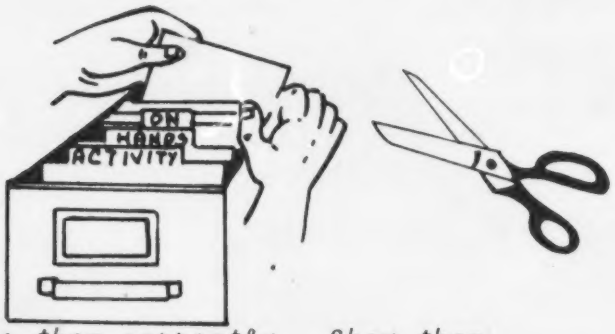
5. Which comes first, 973.13 or 973.2?_____

Let the librarian check you on the above exercise.

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS



Cut out these slips and arrange them correctly. Show them to the librarian for your grade.

629.4	629.28
629.22	629.133
629.209	629.13
629.8	629

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

The correct name of the Dewey Decimal System is the Dewey Decimal Classification System. The word "classification" means to sort out according to subject. Thus the librarian examines each book to determine its subject and assigns the exact "class" number to it. Numbers such as 629.2 or 973.7 are classification number or "class" numbers.

A call number is made up of two parts: the "class" number and the first three letters of the author's last name. Here are a few examples.

520
Cla } the call number. This number is put on the spine of the book and also on the catalog cards.

520 —— is the "class" number--the Dewey Decimal number

Cla —— is the first three letters of the author's last name.

973.7
Dar } the call number

973.7—— is the class number

Dar —— is the first three letters of the author's last name.

LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

Complete this exercise and show the librarian the results:
Refer back to page 25 for help.

1. 980 =
   Fre

   980 =
   Fre =

2. 574 =
   Cla

   574 =
   Cla =

3. 301.45
   Tur =

   301.45 =
   Tur =

LAP 2- LIBRARY SKILLS

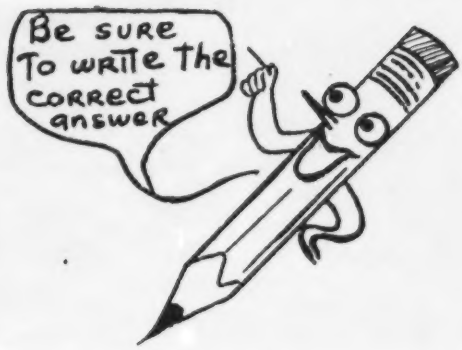
COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

Final exercise on Library Keys.

Answer the questions in the spaces provided. Some questions could be answered with one of two answers. Either one will be considered correct. Give your answers to the librarian for your grade. Examples: a book on mathematics - 500; a book about the life of Hitler - B or 92.

1. How to learn Russian _____
2. Nursing as a career _____
3. A book of short stories _____
4. How to play baseball _____
5. A book written in Spanish _____
6. Lives of the great composers _____
7. A book of statistics and facts _____
8. A book the events and characters of which were made up in the mind of the author _____
9. A book on the second grade reading level _____
10. An encyclopedia _____
11. The history of Germany _____
12. A book on prehistoric man _____



LAP 2 - LIBRARY SKILLS

COMMUNICATIONS: LIBRARY A & B

LIBRARY KEYS

13. A book on radio _____

14. The Bible _____

15. A book on the government of the United States _____

16. Melvil Dewey divided all knowledge into how many main categories _____

17. F
Dic is called the _____

18. There are decimal numbers in the Dewey Decimal Classification System because _____

19. To classify anything means to _____

20. In a call number such 629.2, the 629.2 is called
Ric

_____ and Ric is _____